

Candidate Information Bulletin



STATE OF MAINE

OIL AND SOLID FUEL EXAMINATION

Examination Requirements

An applicant must meet the following requirements for the following examination(s):

MASTER:

- Complete at least four (4) years of licensed experience. At least two (2) of the four (4) years of licensed experience must be as a licensed Journeyman.

JOURNEYMAN:

- Complete one (1) year licensed practical experience as an apprentice oil burner technician;
- Complete six (6) months of licensed practical experience and completion of an oil burner technician course at a Maine community college, career and technical education center or career and technical education region or comparable institute from Maine or another state consisting, at a minimum, of 160 hours of study, of which at least 75 hours are made up of laboratory work on oil burner equipment and related systems. Persons qualifying under this paragraph may take the journeyman's examination upon successful completion; or
- Successful completion of a minimum one-year accredited heating course at a Maine community college consisting, at a minimum, of 320 hours of study, of which at least 150 hours are made up of laboratory work on oil burner equipment and related systems.

Examination Application Form Procedures

Eligibility to take a license qualification examination is determined by the Oil and Solid Fuel Board of the State of Maine and the Department of Professional and Financial Regulation. For applications and detailed information about eligibility requirements, contact:

Oil and Solid Fuel Board
Office of Licensing and Registration
35 State House Station
Augusta, Maine 04333
207.624.8672
www.maineprofessionalreg.org

You must submit the Examination Application and \$25 application fee for review to the Board at the above address.

Once you have been approved by the Board to sit for an examination, you will be notified, in writing, of the procedure to schedule your examination appointment.

Examinations by Thomson Prometric

The Department of Professional and Financial Regulation has contracted with Thomson Prometric (formerly Exporior Assessments) to proctor its examination program. Thomson Prometric provides computerized examinations through the multistate Prometric Testing Network of testing centers. You may test at any Prometric testing center across the United States. Thomson Prometric works closely with the Board and its Examination Review Workshop to assure that examinations meet the requirements and professional test development standards. All questions for information about examinations should be directed to:

Thomson Prometric

1260 Energy Lane
St. Paul, MN 55108
800.343.6001

TDD User: 800.790.3926

Fax: 800.347.9242

Scheduling the Examination

After you receive notification from the Board that you have been approved to sit for an examination, you must:

- Review this Bulletin and understand the conditions set forth.
- Schedule your examination with Thomson Prometric.

The examination fee is \$60.

INTERNET SCHEDULING

You may schedule your examination online with Thomson Prometric at any time at www.exporioronline.com. To use this service on our Web site, follow these easy steps:

- Go to www.exporioronline.com and select **For Test Takers**.
- Choose **Maine** from the list of states provided.
- Under **Construction**, click on **State Construction License Exams**.
- Click on **Schedule, Reschedule, Cancel or Confirm Your Appointment Online**.

- Follow the simple, step-by-step instructions to complete the scheduling process. Please have your MasterCard or Visa available for online payment of examination fees.

PHONE SCHEDULING

To schedule by phone, call Thomson Prometric at 800.343.6001 between 8 a.m. and 9 p.m. Eastern time, Monday through Friday. Schedule your exam early to get your preferred site and time.

Note: If you require ADA accommodations, you must schedule your examination by calling 888.226.9406.

Testing does not take place on the following holidays or weekends on which the holiday falls:

- Martin Luther King Jr. Day
- Labor Day
- Presidents' Day
- Thanksgiving Day and the day after
- Memorial Day
- Christmas Day and the day after
- Independence Day and the day before

Note: Be advised that there may be additional state-observed holidays in the state where you schedule your exam appointment.

RESCHEDULING YOUR APPOINTMENT

To avoid a rescheduling fee, you must contact Thomson Prometric at least **three full business days** before the day of your scheduled appointment. **Before you reschedule your examination**, refer to the following chart to determine the *last day* you may reschedule without paying a \$40 rescheduling fee.

Note: The schedule below does not include holidays.

If your exam is on:	Call by 9 p.m. Eastern time the previous: (this is the last day you may call without paying a rescheduling fee)
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday

If you do not allow at least three full business days to reschedule your appointment, as described above, you will be required to pay a \$40 rescheduling fee prior to choosing another appointment. You may pay this fee with Visa or MasterCard and reschedule your appointment online or by calling Thomson Prometric. You may also pay the rescheduling fee by mailing a cashier's check, company check, money order, Visa or MasterCard information to Thomson Prometric.

ABSENT OR LATE FOR THE EXAM APPOINTMENT

If you miss your appointment, or arrive late for your appointment and are not allowed to test, you will need to reschedule your exam and pay a \$40 rescheduling fee prior to choosing another appointment. This fee will allow you to use your original exam registration.

If you are unable to attend your scheduled examination due to illness or emergency, call Thomson Prometric. Under certain circumstances, the fee to reschedule may be waived. Thomson Prometric reserves the right to request documentation to support any illness or emergency claim.

EXAMINATION REGISTRATION EXPIRATION

You have two (2) years from the examination approval date to sit for the examination. After two (2) years, you must reapply. Another \$60 exam fee is required.

EMERGENCY CLOSING

In the event of severe weather or emergencies, Thomson Prometric may need to cancel scheduled exams. In this situation, Thomson Prometric personnel will attempt to contact you via telephone; however, you may check on test site closures by calling Thomson Prometric. If the site is closed by Thomson Prometric, exams will be rescheduled at your earliest convenience, without a rescheduling fee.

If a test center is open for testing and you choose not to appear for testing, you will be required to pay a \$40 rescheduling fee prior to choosing another appointment.

Special Test Considerations

AMERICANS WITH DISABILITIES ACT (ADA)

If you require testing accommodations under the *Americans with Disabilities Act* (ADA), please call Thomson Prometric at 888.226.9406 to obtain an Accommodation Request Form. Reasonable testing accommodations are provided to allow candidates with documented disabilities, which are recognized under the *Americans with Disabilities Act* (ADA), an opportunity to demonstrate their skills and knowledge. Candidates should submit professional documentation of the disability with their application to help determine the necessary testing arrangements. Thirty days' advance notice is required for all testing arrangements. There is no additional charge for these accommodations.

Note: If English is your second language, a language barrier is not considered a disability.

Appeal Committee

Our goal is to provide a quality examination and pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response concerning the exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing. Your appeal letter must include your name, Social Security number, exam title, date tested and details of your concern including all relevant facts, your signature and return address. Mail your appeal letter to:

Thomson Prometric
ATTN: Appeal Committee
1260 Energy Lane
St. Paul, MN 55108

The Appeal Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals will not be accepted, as an original signature is required.**

Copyrighted Exam Questions

All test questions are the copyrighted property of Thomson Prometric. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

Taking the Examination

Your examination will be given by computer at a Prometric testing center. You do not need any computer experience or typing skills to take this examination. You will have a personalized introduction to the testing system and an introductory lesson, which takes place on the computer, before the start your exam. You should arrive at least 30 minutes before your scheduled examination appointment in order to verify your identification and sign in.

You must present a valid form of identification before you may test, and it must meet the following criteria:

- The document must be government-issued (driver's license, passport, state-issued identification card or military identification);
- It must have a current photo or physical description and your signature; and

- The name on the identification must be the same as the name used to register for the examination (including designations such as "Jr." or "III," etc.)

Failure to provide appropriate identification at the time of the examination is considered a missed appointment. If you cannot provide the identification as listed above, contact Thomson Prometric before scheduling your exam appointment to arrange for an alternative way to meet this requirement.

What to Bring to the Examination

You MUST bring the following to the test center:

- Current driver's license, passport, military or state-issued identification card. See *Taking the Examination* for identification criteria. **You will not be permitted to test without proper identification.**

Note: You may bring a silent calculator or slide rule for use at the test center. Refer to *Regulations at the Test Center* for type of calculator permitted.

Regulations at the Test Center

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each test center:

- Candidates may not use any reference materials, papers or study materials at the test center. Candidates found with these or any other aids will not be allowed to continue the exam and their answers will not be scored.
- Candidates may bring a calculator or slide rule to the test center. Only silent, handheld, solar or battery-operated, nonprogrammable calculators (without paper tape-printing capabilities or alphabetic keypads) may be used. Calculators will be available at the test center.
- Thomson Prometric is not responsible for items left in the reception area of the testing center. While lockers are provided, it is recommended that personal items not be brought into the testing center. Note the following:
 - Electronic equipment such as cameras, tape recorders, cell phones, PDAs and pagers are not permitted in the testing room and must be powered off while stored in a locker.
 - Other personal items not allowed in the testing room include digital watches, outerwear that is not being worn while testing (sweater, jacket, etc.), brief cases, purses, etc.
 - Pocket items (wallet, keys, etc.) must remain in candidate's pocket during testing or placed in a locker.

- Weapons are not allowed at the testing center.
- Candidates that leave the examination room while an exam is in progress must sign out/in on the roster and will lose exam time.
- Candidates will not be permitted to use any electronic devices or phones during breaks.
- No guests, visitors or family members are allowed at the testing center.
- Candidates who engage in any kind of misconduct or disruptive or offensive behavior, such as giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, rude or offensive language, or behavior that delays or interrupts testing, may be dismissed from the examination.

Failure to follow any of these security procedures may result in the disqualification of your examination. Thomson Prometric reserves the right to audio and videotape any examination session.

Examination Results

At the end of your exam, your score will be shown on screen and you will receive a printed Score Report. Any questions or comments you have about your examination should be directed to Thomson Prometric.

RELEASE OF SCORE INFORMATION

Exam scores are released only with the candidate's written consent. The Examination Registration Form constitutes written authorization for Thomson Prometric to release exam scores to the Department of Professional and Financial Regulation, Maine Oil and Solid Fuel Board. To ensure confidentiality, exams results **will not** be released over the phone or faxed.

UNDERSTANDING EXAM RESULTS

A panel of experts in the oil and solid fuel field established the recommended passing score for the Maine oil and solid fuel examinations by determining the minimum knowledge needed to be licensed. Candidates who have indicated, through their performance on the exam, that they possess these qualifications will receive a Score Report with the word **"PASS"** printed on it.

Candidates who do not pass the exam will receive a Score Report with the word **"FAIL"** printed on it. The Score Report will also contain the candidate's numerical score and a Strength and Weakness Report.

PASSING CANDIDATES APPLYING FOR A LICENSE

Once the exam scores have been released to the Department of Professional and Financial Regulation, Maine Oil and Solid Fuel Board, the Board will mail to candidates who pass the examination a licensing application.

RETAKING AN EXAMINATION

Candidates must wait 14 days before retaking a failed exam. Candidates may retake any failed exam(s) within 24 months of their original testing date. If a candidate fails to obtain a passing score during the 24 months, the candidate must reapply through the state.

Format of the Exams

Examinations are closed-book, multiple-choice format. Some questions may refer to a figure drawing, table or chart in the examination booklet. The minimum score required to pass each examination is 70%. You are allowed three hours to complete the examination.

The examination categories are:

MASTER

- 1 & 2 Oils up to 15 gph – 100 questions
- 1 & 2 Oils over 15 gph – 100 questions
- 4, 5 & 6 Oils – 100 questions
- Solid Fuel – 50 questions

JOURNEYMAN

- 1 & 2 Oils up to 15 gph – 100 questions
- 1 & 2 Oils over 15 gph – 100 questions
- 4, 5 & 6 Oils – 100 questions

Exam Content Areas

The Master and Journeyman examinations are based on the following content areas.

MASTER AND JOURNEYMAN

Oil Burner Examinations

- Combustion Air
- Burners
- Controls
- Fuel Piping and Storage
- Appliances
- Electrical Fundamentals
- General Duct Knowledge
- Electrical Wiring, Conduits, Boxes
- Ignition Systems
- Grounding and Bonding
- General Piping and Valves
- Motors and Overload Protection
- Fuel Oil Properties
- Backflow Prevention
- Maine Laws and Rules
- Tools and Equipment

MASTER SOLID FUEL

- Code and General Knowledge
- Fire Chambers
- Controls
- Testing and Inspecting
- Sizing and Estimating
- Add-on Systems

Reference Information

The following list of reference material is utilized for all Code questions in all examinations the Oil and Solid Fuel Board administers.

1. *NFPA 31, Standard for the Installation of Oil-Burning Equipment*, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269, 800.344.3555, www.nfpa.org.
2. *NFPA 211, Chimneys, Fireplaces, Vents and Solid Fuel-Burning Appliances*, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269, 800.344.3555, www.nfpa.org.
3. *Maine Oil and Solid Fuels Board Laws and Rules*, Oil and Solid Fuel Board, 35 State House Station, Augusta, ME 04333, 207.624.8627.
4. *State of Maine Internal Plumbing Code*, Plumbers Examining Board, 35 State House Station, Augusta, ME 04333, 207.624.8627.
5. *NFPA 90A, Installation of Air Conditioning and Ventilation Systems*, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269, 800.344.3555, www.nfpa.org.
6. *NFPA 90B, Warm Air Heating and Air Conditioning Systems*, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269, 800.344.3555, www.nfpa.org.
7. *NFPA 70, National Electrical Code*, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269, 800.344.3555, www.nfpa.org.
8. *Oil Heat Technicians Manual*, Technical College Bookstores or Petroleum Marketers Association of Maine, 1901 N. Fort Meyer Drive, Suite 1200, Arlington, VA 22209, 703.351.8000.

In addition to the above list of reference material, the following list is also utilized for the 1 & 2 Oils Over 15 GPH and 4, 5 & 6 Oils examinations.

1. *Low Pressure Boilers*, Third Edition, 1994, American Technical Publishers, Inc., Homewood, IL 60430, www.go2atp.com.
2. *High Pressure Boilers*, Second Edition, 1993, American Technical Publishers, Inc., Homewood, IL 60430, www.go2atp.com.